

FRANKLIN COUNTY DATA CENTER  
Job Posting: **IT Asset Management Analyst**

**ANNUAL SALARY RANGE: \$55,047- \$71,562 \*\*Excellent Benefits Package**

**SUMMARY**

The IT Asset Management Analyst is responsible for the management of software and technology-related hardware including planning, ownership, inventory and monitoring to ensure compliance with vendor contracts. The IT Asset Management Analyst has a critical role in increasing return on IT expense through facilitating collaboration with other Franklin County agencies for consolidation and savings opportunities. This role is also responsible for a full range of functions including technical analysis and recommendations, optimization, sourcing, and acquisition and is actively involved in the countywide initiative to increase data privacy and protection. Must successfully complete 180-day probationary period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Create and maintain a system for tracking and managing software licenses. Regularly evaluate the effectiveness of the tracking system for hardware acquisitions and expenditure purchase agreements, making recommendations for enhancements, when necessary.
- Reconcile contracts and license entitlements to ensure that they meet the stated business need as well as Franklin County Data Center (FCDC) minimum technical requirements. Ensure that procurement requests are compatible with all current infrastructure, hardware and software, then report duplications, or optimization opportunities, to FCDC CIO, and suggest alternatives as needed.
- Maximize value from IT purchases over lifetime of assets, managing the transfer, deployment and redeployment of assets including updating asset management repositories, in conjunction with the Business Services team. Responsible for verifying accuracy of asset tracking information, identifying when county-owned IT assets are candidates for retirement and initiating and overseeing end-of-life-cycle on county-owned assets.
- Evaluate industry innovations, maturity, trends, and changes regularly to plan and recommend new technologies. Provide technological leadership to develop technology solutions that meet product benefit or cost expectations.
- Provide statistical data and analysis, as requested, to identify consolidation and other saving-related, service-enhancing opportunities for renewals and software licensing and services. Submit proposals for consideration to FCDC CIO and Director, Financial Services.
- Provide installation and license compliance status reports as needed. Respond to requests for specific IT asset management data information.
- Review end user license agreements for compliance.
- Obtain quotes as required by the purchasing policy for both FCDC and countywide IT equipment and software. Negotiates prices and terms with vendors for the purpose of resolving purchasing issues and/or ensuring that purchases are fiscally responsible and in compliance with Franklin County procurement requirements.
- Obtain procurement -related approvals from Resource Directors, as needed, proceeding persistently in order to meet deadlines.
- Place orders for IT equipment and software under the direction of the FCDC Director, Financial Services.

- Provide an updated vendor list with contact information, website addresses and log in information to the Director, Financial Services monthly.
- Maintain an up-to-date - maintenance and renewal log submitting recommendations for consolidation and cost savings.
- Order office supplies at the direction of members of the leadership team.
- Performs all work with a sound sense of urgency. Provides high-quality deliverables in an efficient, timely and courteous manner. Scan documents into Intellivue document management system, as needed.
- Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

None.

### **QUALIFICATIONS**

- Proven knowledge in IT procurement methodologies and best practices.
- Knowledge and experience of project management best practices, Ability to lead concurrent initiatives with demanding deadlines and in a fast-paced environment.
- Strong working knowledge of IT infrastructure and end-point hardware as well as multi-year software management principles.
- One to three years of technical experience in the Information Technology field.
- Strong negotiation, collaboration and interpersonal communication skills.
- Excellent relationship building skills to work collaboratively to meet business objectives.
- Demonstrated ability to execute quality output with sound prioritization and timeliness.

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) and one to three years technical experience in the IT field; or equivalent combination of education and experience. CompTIA A+, CPPB and/or project management certifications preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to develop reports, create business correspondence and procedure standards. Ability to effectively present information and respond expeditiously to questions from groups of managers, clients, customers and the general public.

### **MATHEMATICAL SKILLS**

Common math including percentages and linear equations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None Required

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a climate-controlled office environment. Significant mental effort is required daily; a good amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional evening work is necessary in this position.

### **Data Center Benefits Summary:**

**Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement**

**Send resume, references, and salary requirements to:**

**FRANKLIN COUNTY DATA CENTER**

**Attn: Jessica Wilkins-Bibbs, Director, Human Resources**

**373 S. High St. 9th Floor Columbus, OH 43215-4599**

**[fcdcjobs@franklincountyohio.gov](mailto:fcdcjobs@franklincountyohio.gov)**

**EOE**

**No Fees**